



**Delaware Open Data Council
Meeting Minutes
7/10/2017**

Council Members Present:

Rhonda Lehman, DTI (Chairperson)
Dana Rohrbough, DOS / GIC (Co-Chairperson)
Bob Zimmerman, DNREC
Mike Mahaffie, DNREC
Li Wen Lin, DelDOT
Joanna Champney, DOC
Steve Yeatman, DSCYF
David Blowman, DOE
Courtney Stewart, DOS
Leslie Poland, Finance

Council Members Available *Via Telephone Conference / SKYPE:*

Dean Stotler, OMB

Council Members not present:

Jill Fredel, DHSS

Guests:

Miriam Pomilio, Office of State Planning
Debbie Sullivan, DTI FirstMap Team
Brandon Smith, DTI
Sheila Hunton, DOS/GIC (via telephone)
C.R. McLeod, DelDOT
David Yeager, Open Energy Efficiency, Inc.

The meeting was called to order at 1:04 pm

Welcome / Introductions of those in attendance in person and via Skype

Minutes from the Previous Meeting (5/9/17)

- Bob Zimmerman motioned to approve the minutes. Joanna Champney seconded the motion. All members voted to approve.

Updates

- **2017 Open Data Challenge/National Civic Day of Hacking**

Dana Rohrbough explained that the Open Data Challenge held over the weekend of 6/2 – 6/4 turned out to be a great event. There were

approximately 50 participants, separated into 9 teams. Each team had to work on either the challenge from the Food Bank of Delaware or Network Delaware. The first place team put together a proposal for an application to better connect potential volunteers with opportunities to volunteer in the community. The second place team worked on the Food Bank challenge to better connect excess food resources to food and hunger relief partners throughout the state. She thought it was a great example of using open data, the technical community and community organizations working to solve problems together. The first round of grant awards occurred immediately after the event. Teams are now working to complete their applications. After a presentation and review in August, the teams will receive a second round of grant awards as long as they meet the criteria for completing the application. The Governor and Secretary Bullock both attended a portion of the event. Both are interested in how this can be done inside of state government. Dana said that the progress of the application development can be followed on Github. Dana will send a link to Github and the presentations from the Open Data Challenge to all the Council members.

Li Wen Lin asked if we were ready to discuss DelDOT and DNREC's participation in a new Open Data Challenge. Dana stated this could be done a number of different ways. More discussion on this subject will be held after the Council meeting today. Joanna Champney asked if there would be a specific dataset or problem that DelDOT would ask the public to develop something around or if it would be more open to any idea. Li Wen Lin stated that DelDOT would probably ask the community to develop an application around a specific need that DOT would identify. Bob Zimmerman stated that DNREC is open to the idea of having the community analyze DNREC data along with outside data and learning something new from it.

Membership

- Courtney Stewart has joined the Council as the new representative from the Department of State. This seat on the Council has been vacant since CR McLeod left DOS.

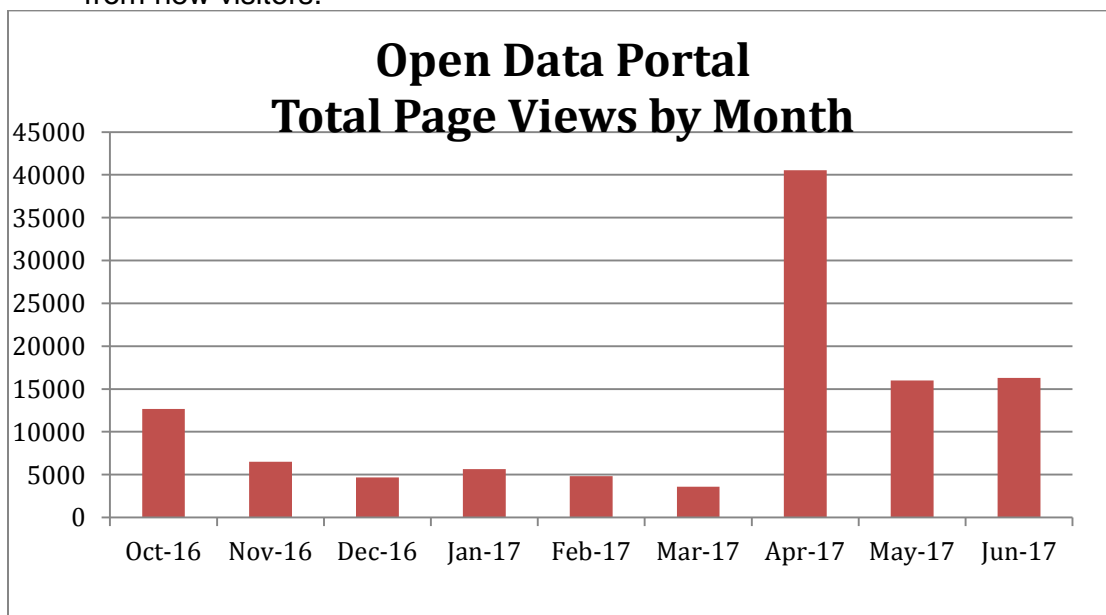
New Datasets Published

- New Datasets: State and Federal Agency Acronyms and Horseshoe Crab Spawning Survey (DNREC)
 - Mike Mahaffie has created and is managing the acronym dataset. He plans to have a form created to allow people to submit new acronym suggestions to be added to the dataset.
 - The Horseshoe Crab Spawning Survey dataset is being used with the DNREC Environmental Perspectives project. They will be developing charts and graphs and then develop a narrative around the data.
- Datasets Ready to Publish: State Employee Earnings – this is awaiting a policy decision to publish. The Governor's Office and OMB have chosen not to publish this dataset at this time.

- In Progress: Inmate Population by Facility (DOC), Automated updates for 5 existing DNREC datasets (Onsite Wastewater Treatment Contractors, Well Permits, Permitted Septic Systems, Recreational Water Advisories, and Stormwater Notices of Intent), and Air Quality Monitoring Network (DNREC).
- DNREC and DOC plan to publish something on their social media accounts about these datasets.

Portal Statistics

- The statistics for the Open Data Portal and Open Checkbook sites were reviewed with the Council. These statistics are from 5/8/17 through 07/09/17.
- Open Data Portal:
 - There have been 32,863 page views.
 - The most popular datasets are: Delaware Business Licenses (9,325), Delaware Historical Business Licenses (1,571), Restaurant Inspection Violations (511), State of Delaware Checkbook (334), and State Employee Credit Card Transactions (293).
- Open Checkbook is counted separately, and thru Google Analytics. There have been 13,016 page views, 2,536 users, and 75.95% of the views were from new visitors.



Primer Upgrade

The Primer upgrade was implemented in May. There is now a dataset landing page for each dataset which highlights the metadata about that dataset. Contact Rhonda Lehman if you want featured content for any of your datasets.

New Executive Order/Bylaws

- Rhonda Lehman has not yet drafted a new Executive Order yet. This should be done in the next couple weeks.

- Rhonda Lehman contacted the DTI Deputy Attorney General (DAG) to obtain a template for a set of bylaws for a public committee. The DAG responded that the Department of Justice does not recommend creating bylaws for public bodies. Public bodies are governed by FOIA. She stated that we could consider adopting regulations. CIO Collins felt that we could accomplish what we want to in a new Executive Order.
 - David Blowman was wondering what the rationale was for this recommendation.
 - Mike Mahaffie stated that it potentially makes sense to not have bylaws. If we don't follow bylaws, we open the state up to potential legal action. Meeting notices, meeting times, etc. are governed by FOIA. Do we need to have things governing other aspects of the body?
 - We need a way to determine membership, voting, etc. But, this could be specified in the Executive Order.
 - CIO Collins suggested that we meet with our representative from the Governor's Office, John Sheehan, to incorporate the Governor's wishes into the Executive Order.
 - Dean Stotler and David Blowman stated that we need a way to memorialize our decision-making process.
- The plan is to have a draft to share with the Council by the next meeting.

Dataset Suggestions/Comments

- Rhonda Lehman asked the council members to look at the sheet entitled "Dataset Suggestions".
- Several new suggestions have been received since last meeting:
 - Office of Worker Compensation – this suggestion had no additional description
 - Department of Labor - this suggestion had no additional description
 - Bulk Data of all Division of Corporation Entities – this is data that is sold by the Department of State. This will not be provided in the Open Data Portal.
 - Rhonda Lehman asked Dana Rohrbough to respond to the first two new suggestions to request additional information.
- Previous suggestions:
 - Organ and Tissue Donor Info – Li Wen Lin stated that DMV has this information and it is currently sent to the Organ and Tissue Donor Awareness Board. Li Wen said to work with her technical team on obtaining this information.
- David Blowman asked if we have any obligation regarding our dataset suggestions when they haven't provided enough information to make it actionable. All we can do is respond and ask for additional information. Dana Rohrbough believes that our obligation for all suggestions is to bring the suggestion to the Council for consideration. Bob Zimmerman suggested that our spreadsheet should have a formal disposition for each of the dataset suggestions.

Review Dataset Pipeline

- The Council reviewed the Dataset Priority List.
- The Air Quality Monitoring Network should be published tomorrow and then automatically updated on an hourly basis.
- DOE is still working on their Staff Demographic dataset
- OMB is working on the Real Estate Inventory/Leased Space dataset, but Dean Stotler reported that it would take some time because the database is being reformatted.
- DOC and DTI are working on the Inmate Population dataset, which should be ready to publish soon.
- DNREC added Electric and Alternative Fuel Vehicle Rebates and Solar Panel Rebates to the priority list.
- Steve Yeatman talked about a federal mandate to bring together data from several agencies, DHSS, DSCYF, and DOE regarding child care facilities. Rhonda Lehman indicated that she is aware of this initiative and will be involved in bringing the data together.
- The Council would be interested in hearing from DELJIS about data that could be published in the portal.
- Debbie Sullivan reported that she is working with DOE to obtain the latest School Feeder Patterns map and have it published in FirstMap by the end of the month.

New Business/Open Discussion

- Bob Zimmerman said he understood that DTI was working on a PII policy. Rhonda Lehman stated that is not completely accurate. The Cyber Security Breach legislation defines PII as it relates to a breach. DTI is not currently pursuing a PII Policy. DNREC has completed a PII Policy that is being used for information to be redacted in their Enterprise Content Management System project. DNREC believes that this would be helpful if it was a statewide policy. The concern for this group is privacy. The Council may want to issue guidance on this issue. Dean Stotler believes that this is a decision for each agency's data steward to decide. However, we have to be concerned about unintended consequences that may arise by combining datasets and it compromises someone's identity. Maybe our guidance should rules about specific data elements that are not to be released. The Council suggested reaching out to Socrata or Connecticut to get some guidance on this topic.
- DNREC is looking at data analytics with their Environmental Perspectives project and is looking at using Socrata's data analytics tools or Tableau. There is a Tableau demonstration on 7/25. We would like to standardize on a toolset for data analytics. GSS would like to see a standardized tool chosen from a procurement perspective.

Public Comments

- David Yeager of Open Energy Efficiency, Inc. They would be interested in electricity and gas usage data at a building level. In other jurisdictions, they apply regression analysis to get an idea of what energy improvements would have the biggest impacts. Dean Stotler stated that GSS does this for the Energy Application Partnership in the state's procurement of energy and this information is available on the OMB My Marketplace website. They also do this for the aggregated natural gas contract. The Public Service Commission would potentially be a source for the information they are seeking. Courtney Stewart will contact the PSC and find out if they can provide this information. Bob Zimmerman asked David Yeager if he had spoken with anyone in the DNREC Energy division.

Next Steps

- The next meeting will be held on September 11, 2017 in the same dual locations.

The meeting was adjourned at 2:43 pm.